

SECRET

Records 6-2

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300220010-2

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE:

FROM : Chief, Administrative Services

SUBJECT: Vital Materials Program

1. Attached for immediate reference is a copy of the operating procedure for the Vital Materials Program.

2. An examination of administrative controls for the deposit of such materials reveals that, for activities under your jurisdiction, the date of the last deposit was \_\_\_\_\_ and, thus, exceeds the customary thirty-day period of safety. Throughout this period of inactivity, a telephone call has been made each week to the area records officer requesting that a deposit be made. It is suggested that a review of the Vital Materials Program within your office be made to determine ~~WHETHER~~ <sup>SUFFICIENT ATTENTION IS BEING GIVEN TO THE IMPORTANCE</sup>

a. ~~Is~~ the matter being given a sufficient amount of attention? <sup>OF THE PROGRAM.</sup>

b. ~~Are~~ <sup>ARE</sup> Deposits to date, as current as they should be in carrying out the objectives of the program?

3. This memorandum is sent to you in order that you may be informed of the current situation and for such appropriate action as you may determine necessary. Similar memorandums will be sent to you whenever deposits have not been made for a period of thirty days or more.

ATTACHMENT.

25X1

SECRET